

Outline of Topics to be Discussed at the CIA
Records Officers Meeting, 16 September 1966, 10:00AM
Room 1E-78, Headquarters

I. Introduction

1. Reason for Meeting ✓

II. New Records Officers ✓

[Redacted]

III. Records Administration Staff Personnel ✓

[Redacted]

IV. Use of Form 2620, Request for Work Order - HKK ✓

V. Moratorium on Purchase of Filing Equipment

Processing File Equipment Requisitions }
Workshop on Filing Equipment } GJK

ILLEGIB

VI. New Statistical Data

1. Thanks for submitting

2. Experience at Records Center 1966 FY - LYS

[Redacted]

VII. ~~X~~ Paperwork Management Award

[Redacted]

[Redacted]

* VIII

Division, O.P.

Deputy Chief Benefits & Services